

# FAST HR codes

This quick guide provides a list of codes, statuses and definitions used in FAST HR reporting.

For more resources visit [www.uvic.ca/hr/fasthr](http://www.uvic.ca/hr/fasthr).

#	Code	Description
	<b>EMPLOYEE CLASS</b>	
1	AC	Agency Club 917 (hourly)
2	AH	Agency Staff (hourly)
3	AS	Agency Continuing
4	AT	Agency Term
5	C1	CUPE 4163 - Component 1 and 2
6	C2	CUPE 4163- Component 2 English Language Centre, Regular Sessionals
7	C3	Sessional Lecturers/Music Performance Instructors, Term & Excluded
8	C4	CUPE 4163 Component 2 Term (7.7h/d)
9	C5	Sessional Lecturer/Music Performance Instructors, Continuing
10	CH	CUPE 4163 Component 1 and 2 (hourly)
11	DH	Physicians (hourly)
12	EC	Executive
13	ET	Exempt Support Staff Temporary

#	Code	Description
14	EX	Exempt Support Staff Continuing
15	FA	Faculty Regular
16	FT	Faculty Term
17	GH	Grant/Externally Funded Term (hourly)
18	GS	Grant/Externally Funded Salaried
19	LH	Librarians (hourly)
20	LR	Librarians Regular
21	LS	Librarians Term
22	LT	Limited Term - 1 Year or Less
23	ME	Management Excluded Continuing & Term
24	MH	CUPE 917 Casual (hourly)
25	MP	CUPE 917 Temporary (hourly)
26	MR	CUPE 917 Regular (hourly)
27	MS	CUPE 917 Regular (salaried)
28	MT	CUPE 917 Temporary (salaried)
29	MX	External Management
30	NH	Credit/Non Credit Other (hourly)
31	NP	Other No Pay

#	Code	Description
32	NS	Credit/Non Credit Other (Term)
33	PH	PEA (hourly)
34	PM	Physicians
35	PS	PEA Regular
36	PT	PEA Term
37	SC	Salary Continuance
38	SH	Non-Union Casual (hourly)
39	SI	Specialist Instructional Exempt
40	TH	CUPE 951 (hourly)
41	TS	CUPE 951 Regular
42	TT	CUPE 951 Temporary
	<b>STATUS</b>	
1	F	Leave With Pay/With Benefits
2	L	Leave Without Pay/Without Benefits
3	A	Active
4	T	Terminated
5	B	Leave Without Pay/With Benefits

#	Code	Description
	<b>LEAVE CODES</b>	
<b>1</b>	<b>BANK</b>	Sick Bank Donations
<b>2</b>	<b>CMP</b>	Compassionate Leave
<b>3</b>	<b>CTO</b>	PEA Compensatory Time Bank
<b>4</b>	<b>CTT</b>	PEA Compensatory Time Taken
<b>5</b>	<b>EMG</b>	Emergency Leave
<b>6</b>	<b>ICBC</b>	ICBC Related Injury
<b>7</b>	<b>JRY</b>	Jury Duty/Court Appearances
<b>8</b>	<b>LSER</b>	Long Service Special Vacation
<b>9</b>	<b>MDT</b>	Modified Time Taken
<b>10</b>	<b>MOD</b>	Modified Time
<b>11</b>	<b>OVER</b>	Overtime Bank
<b>12</b>	<b>PER</b>	Personal Leave Without Pay
<b>13</b>	<b>SICK</b>	Sick Leave
<b>14</b>	<b>SPEC</b>	Special Leave (ME & Exempt)
<b>15</b>	<b>SPV</b>	Special Leave Child Care
<b>16</b>	<b>TERM</b>	Termination Account

#	Code	Description
17	UNI	Union Leave
18	VAC	Vacation
19	WSO	Work Related Illness/Injury
	<b>LEAVE REPORT STATUS</b>	
1	<b>Approved</b>	Approved by Approver
2	<b>In The Queue</b>	Leave Entry Started by Employee but Not Submitted
3	<b>Overridden</b>	Approved by Proxy
4	<b>Pending</b>	Leave Submitted but Not Approved